Creating an Access Pro Bono User Account: Step 1

The first step to creating an account is to select “Sign Me Up Now”.

DO YOU NEED FREE LEGAL HELP?
Our volunteer lawyers are just 3 steps away.

Step 1
Find out if you qualify for our legal services.

Step 2
Call us at 1-877-762-6664 or 604-878-7400 to begin the booking process.

Step 3
Prepare carefully for your appointment.

DOES YOUR NON-PROFIT NEED FREE LEGAL HELP? > Go
Creating an Access Pro Bono User Account: Step 2

Next, click on “Full-length VOLUNTEER APPLICATION and Non-lawyer Volunteer Sign-in” here.

Volunteer Quick Sign-Up

For more information on volunteer opportunities for lawyers and non-lawyers, please click on the links located under “Volunteer with APB” to the right.

Full-length LAWYER REGISTRATION

Full-length VOLUNTEER APPLICATION and Non-lawyer Volunteer Sign-in

If you prefer to speak to us or have questions prior to volunteering, please fill in the below contact form and we will get in touch with you shortly.

First Name *

Last Name *

Email *

Phone

Other Information

I am a *

- Lawyer
- Other Legal Professional
- Student or Non-Legal Volunteer

By submitting this form, you accept the Melissa privacy policy.

Submit
Creating an Access Pro Bono User Account: Step 3

Now you can fill in the “NEW VOLUNTEER REGISTRATION” form.

Feel free to leave these fields empty.

You should, however, indicate that you’re looking to be a “Client Call Volunteer” here.

*Note: a confirmation email will be sent to your email account shortly with the instructions of how to access our online volunteer system.
Creating an Access Pro Bono User Account: Step 4

At this point you should receive this message in the email you provided.

Access Justice Volunteer Registration Information

12:32 PM (1 minute ago)

help@accessprobono.ca
to me

Hi, First Name Last Name,

Your volunteer account has been created!

Your user name is your email account and your password is 'last name'

You can click here to login and manage your account

Best regards,
Access Justice
www.accessjustice.ca
Next, find your way back to this page following steps 1 and 2. This time, instead of filling out the form, sign in under “Volunteer Login” using the email address you provided as the username, and your last name as the password.
Creating an Access Pro Bono User Account: Step 6

Eventually, please select one of the "Client Call Volunteer" openings below. Keep in mind, it doesn’t matter what time or day you choose!

**Clinic Assistants**

* Volunteers are needed to attend clinic sessions to ensure they run smoothly and provide assistance to lawyers and/or clients where necessary. This position may also include confirming client bookings and sending client information to the volunteer lawyers. Most clinics run during business hours (Monday-Friday 9-6pm) This position requires 3-4 hours a week.

<table>
<thead>
<tr>
<th>Name</th>
<th>Day</th>
<th>Time</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>S. Burnaby Neighbourhood House</td>
<td>Tuesday</td>
<td>12:15PM</td>
<td>Imperial Street</td>
<td>Burnaby</td>
</tr>
<tr>
<td>Newton Resource Centre</td>
<td>Tuesday</td>
<td>2:00PM</td>
<td>13771 72A Avenue</td>
<td>Surrey</td>
</tr>
<tr>
<td>Surrey Urban Mission</td>
<td>Tuesday</td>
<td>5:30PM</td>
<td>King George Boulevard</td>
<td>Surrey</td>
</tr>
</tbody>
</table>

**Client Call Volunteer**

* We have a roster of volunteers who are responsible for client inquiries. This role would involve learning all about Access Pro Bono so as to intelligently answer potential client questions, referring them to various clinics and booking of clients to our Pro Bono Clinics. Law Areas [we use to categorize the issue that the lawyer will be assisting our client with]. Please have a read before your interview.

<table>
<thead>
<tr>
<th>Name</th>
<th>Day</th>
<th>Time</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Justice</td>
<td>Thursday</td>
<td>9:00AM</td>
<td>300 - 845 Cambie Street</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Access Justice</td>
<td>Monday</td>
<td>9:00AM</td>
<td>300 - 845 Cambie Street</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Access Justice</td>
<td>Thursday</td>
<td>1:00PM</td>
<td>300 - 845 Cambie Street</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Access Justice</td>
<td>Special</td>
<td>1:00PM to 5:00PM</td>
<td>300 - 845 Cambie Street</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Access Justice</td>
<td>Wednesday</td>
<td>9:00AM</td>
<td>300 - 845 Cambie Street</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Access Justice</td>
<td>Friday</td>
<td>9:00AM</td>
<td>300 - 845 Cambie Street</td>
<td>Vancouver</td>
</tr>
</tbody>
</table>
Creating an Access Pro Bono User Account: Step 7

Finally, when you see this screen, inform the Intake Coordinator that you have finished the application. Once accepted, you will be able to sign into our system using your own username and password.